



from the Office of Human Resources

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**October 2002**

**Diversity Day  
Celebration  
October 17, 2002**

The Montgomery County 8th Annual Diversity Day Celebration will take place this year on Thursday, October 17, with a theme of "Diversity: Facts Behind the Faces"

**Morning Session Highlights**

10:00 a.m. - 11:30 a.m. in the EOB Lobby Auditorium:

- Musical Prelude by *Soul in Motion* entertainers
- Remarks by Acting OHR Director, Jim Torgesen, County Executive Douglas Duncan, and County Councilmember Donnell Peterman
- Keynote address by motivational speaker on diversity, Dianne Sutton of Sutton Enterprises
- Awards presentations to a County Department for exemplary achievement in diversity, and to an individual for this year's theme selection
- Inspirational performance by the Montgomery County Police Gospel Choir

**Afternoon Session Highlights**

11:30 a.m. - 2:00 p.m. in the EOB Cafeteria:

- International food selections
- Free health screenings for County employees
- Live performances by entertainers representing a variety of cultures
- Informational booths staffed by County departments and organizations

Mark your calendars and please join your co-workers in celebrating the diversity in our workforce and in Montgomery County!





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**Diversity Day Food Drive**

Again this year, the County is sponsoring a special food drive on Diversity Day. Please bring non-perishable canned or boxed items to the EOB on Diversity Day to share with others less fortunate. There will be boxes located on all floors and in the lobby and cafeteria to collect all donations.

**Transfer Season  
October 21 –  
November 12**

It's that time again! This year's Group Insurance Transfer Season will start on Monday, October 21 and end at 5:00 p.m. Tuesday, November 12. Look for group insurance materials to be mailed to your home later this month, including new plan information and rates, plan phone numbers and Web sites, Benefit Fair dates, and Summary Plan Descriptions. Be sure to read – and save – this information for use throughout the coming plan year.

**Coming Soon:  
E-Z App**

E-Z App is a full-service Web-based job application in development for Montgomery County job applicants. With E-Z App, you'll be able to apply for Montgomery County jobs on-line from any computer with Internet access. Fast, easy, and convenient! (Of course, paper applications will continue to be accepted but you'll like E-Z App better.) More information will be available in the next several weeks.

**Deferred  
Compensation Plan  
Changes**

Good news again this year! Participants in the Montgomery County 457 Deferred Compensation Plan will be able to contribute up to \$12,000 per year (or \$461.53 per pay) beginning in 2002. Employees participating in "catch-up" plans may contribute more. Look for more information available during the December deferred compensation open season.

**New Web-Based  
Awards Tracking  
System**

OHR will soon have ready a new Web-based awards tracking system on line and ready for use. Authorized department users will be able to enter award nominations directly into a database and print out the documentation necessary for payroll processing and for an employee's official file. Stay tuned for more information on this new administrative tool.

**HR Topics**

Question and answer booklets on a variety of subjects are available in OHR and in the on-line Resource Library. Look for HR Topics on: Changing Your Hours of Work, Classification, Deferred Compensation, Dependent Care Reimbursement Account, Direct Deposit, Disability Case

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**HR Topics**  
(continued)

Management Program, Employee Assistance Program, FMLA Leave, Health Care Reimbursement Account, Injury or Illness, Leave Without Pay and Your Benefits, Management Leadership Service, Personal Leave, Resignation Sexual Harassment/EEO, Tuition Assistance, and U.S. Savings Bonds.

**Exit Surveys**

If you leave County employment, we want to hear from you! OHR has begun an exit survey program to learn about the level of satisfaction with County programs and services. The survey asks respondents to rate such things as benefits, work life and working conditions, employee development and career advancement, compensation, and support from management. There are open-ended questions as well. OHR intends to capture data for a one-year period before formally evaluating the results and planning any future action. We are also working on a Web-based exit survey that will be implemented in the near future.

**FY 2003 Training Calendars and Catalog**

Now available in OHR and in the on-line Resource Library: FY 2003 training catalog, and calendars for Core Business System classes; ERS Retirement Plan Workshops; Employee Benefits Informational Seminars (Group Insurance Workshops); Open Enrollment Computer Classes; and the Employee Training and Learning Opportunities Calendar through December 2002. New offerings this year include classes on Project Management, Teams That Thrive, Creative Problem-Solving for Professionals, The Power of Listening, and Improved Race Relations.

Check the course listings and enroll on the automated training registration line at 240-777-5122.

**Benefit Seminars**

Do you know what a flexible spending account is? How much life insurance you have? How to make changes to your insurance or when you can make changes? What happens to your benefits when you retire?

If you can't answer these questions or if you have questions of your own about group insurance, you should attend an Employee Benefits Informational Seminar. Learn about your benefits and ask all your questions! 2002 seminars remaining will take place on October 16 and December 18. Check the Resource Library for more information and register by calling 240-777-5122.

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## **Retirement Workshops**

Are you a member of the Employees' Retirement System (ERS) nearing retirement age? Do you understand your retirement plan? Attend a Retirement Workshop to learn more about the ERS retirement plan and the benefit available to you on retirement. Check the Resource Library for more information and register by calling 240-777-5122.

## **EAP Services Are Available**

Have the recent tragic shootings here in Montgomery County and in the region caused you or a family member to be anxious, upset, or depressed? Don't forget that you have a professional resource in times of emotional stress – the County's Employee Assistance Program (EAP), provided by the County through the Sheppard Pratt Health Plan.

The EAP offers confidential short-term counseling services to employees and their family members who are experiencing personal or emotional problems. EAP's trained, professional staff understand the impact that traumatic events can have and are ready and available to help you deal with the fear and anxiety that you may be experiencing. The EAP's counseling services are confidential and free to you. Call EAP at 1-800-853-8072 weekdays during business hours to schedule an appointment. Counselors are also available to take your call 24 hours a day, seven days a week, at 1-800-765-0770. Don't hesitate. Take advantage of this benefit to help yourself or a family member.

## **Visit the Resource Library**

When you're looking for an insurance form, a job application, benefits information, Personnel Regulations, and other HR related information, check the on-line Resource Library first. It may save you a phone call or a trip to OHR offices. Reorganized and re-formatted, the Library makes it easier than ever to find the HR-related forms and information that you need. There's even an electronic newsletter subscription system to sign up to have employment and benefits informational newsletters and bulletins sent directly to your e-mail address. Check it out on the County's intranet at <<http://portal.mcgov.org>>. (Click on Human Resources, then Resource Library) or via the Internet at <[http://www.emontgomery.org/ohr/index\\_frameset.htm](http://www.emontgomery.org/ohr/index_frameset.htm)>.

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